

**SBD 1: PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN STATE THEATRE					
RFQ NUMBER:	SAST/RFQ/2026-2027/491	ISSUE DATE	25 - 06 - 2026	CLOSING TIME:	11:00am
		CLOSING DATE	06 - 07 - 2026		
DESCRIPTION	Provision of Annual Sage Pastel Evolution License Renewal				
COMPULSORY BRIEFING SESSION	N/A				
DELIVERY ADDRESS	320 PRETORIOUS STREET, PRETORIA 0001				
VALIDITY PERIOD	Price quoted should remain valid for at least 120 days after the closing date.				
DEADLINE FOR ENQUIRIES/CLARIFICATIONS	01/07/2026 at 16H00				
ALL BID RESPONSE DOCUMENTS MUST BE EMAILED TO:					
RFQ@statetheatre.co.za					
(EMAIL SUBJECT LINE MUST CLEARLY INDICATE THE RFQ NUMBER)					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON	SCM OFFICE				
TELEPHONE NUMBER	012-392-4019				
E-MAIL ADDRESS	RFQ@statetheatre.co.za				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAXCOMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No: MAAA		
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES	<input type="checkbox"/>	<input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES	<input type="checkbox"/>	<input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES	<input type="checkbox"/>	<input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	YES	<input type="checkbox"/>	<input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

SBD 1: PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE EMAILED / DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7), FOR LONG TERM CONTRACTS / OR WERE DEEMED NECESSARY.
1.5.	PROSPECTIVE BIDDERS MUST CONSIDER THE SPECIFICATION & ADDITIONAL SUPPORTING DOCUMENTATION WHEN RESPONDING.
1.6.	ALL INFORMATION SUBMITTED AS EVIDENCE MUST BE CONSISTENT WITH DECLARATIONS MADE TO BE AWARDED POINTS. INCONSISTENT INFORMATION PROVIDED MAY RESULT IN 0 POINTS AWARDED FOR THE APPLICABLE GOAL/S.
1.7.	SAMSA RESERVES THE RIGHT TO DISQUALIFY BIDDERS WITH SUPPORTING DOCUMENTS THAT ARE NOT DULY SUBMITTED IN TERMS OF THE BID CONDITIONS.
1.8.	DELIVERY COSTS IN THE QUOTATION WILL NOT BE CONSIDERED SEPARATELY, BUT RATHER AS PART OF THE TOTAL QUOTATION DURING THE EVALUATION.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

TOTAL BID PRICE (INCLUDING VAT)	
SIGNATURE OF BIDDER	
DATE	

CAPACITY UNDER WHICH THIS BID IS SIGNED:

PRICING TABLE

Name of bidder:	RFQ NUMBER:
Description of Goods or Services:	

ITEM NO	DISCRIPTION	Qty (Per Year)	Total Price	Total Price
1.	Annual Sage Pastel Evolution License Renewal	1		
			Sub – total	R
			VAT 15%	R
			Grand Total	R

**** NB: Bidders are requested to also send an official quote on their company letterhead.**

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1.1.1 Any other costs not included in the above price?

*YES	NO
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If YES, please specify

1.1.2 Period required for commencement of the project after acceptance of bid?

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1.1.3 Are the rates quoted firm for the full period of the project?

YES	*NO
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1.1.4 *If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

SPECIFICATION / TERMS OF REFERENCE FOR GOODS OR SERVICES

1 DESCRIPTION

Provision of Annual Sage Pastel Evolution License Renewal to the South African State Theatre (SAST).

2 INTRODUCTION

The South African State Theatre (SAST) is a public entity of the National Department of Sport, Arts and Culture (DSAC). The SAST is listed as a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA). As a Schedule 3A public entity, the State Theatre is established in terms of the Cultural Institutions Act, 1998. The core mandate of the SAST is to provide access to performance spaces in which the performing arts sector creates productions that are watched by diverse audiences.

3 BACKGROUND

The South African State Theatre (SAST) seek to appoint a reputable and experienced service provider for the Provision of Annual Sage Pastel Evolution License Renewal.

4 REQUIREMENT / SCOPE OF WORK

4.1 SAST requires a reputable service provider to render the following service:

ITEM	DESCRIPTION OF GOODS	Quantity (Per Year)
	Provision of Annual Sage Pastel Evolution License Renewal	
1.	Annual Sage Pastel Evolution License Renewal	1

The training material must be aligned with specific South African Qualifications Authority (SAQA) unit standards.

The bidder must employ facilitators registered and certified to offer the training.

The bidder must recommend a facilitator registered with the relevant SETA.

The bidder must offer a training site which meet physical resource standards, including adequate space and equipment for learning.

5 VALUATION OF BIDS

The RFQ's will be evaluated in four (4) phases as mentioned below:

- **Phase 1: SCM Administrative compliance**
- **Phase 2: Mandatory requirements**
- **Phase 3: Compliance with Technical Specification**
- **Phase 4: Price and Specific Goals.**

Phase 1: SCM Compliance requirements

RFQs received will be verified for completeness and correctness. SAST reserves the right to accept or reject a RFQ based on the completeness and correctness of the documentation and information provided.

Bidders are to ensure that they submit the following documentation / information with their RFQ.

Requirements	Comments
Proof of registration on the National Treasury Central Supplier Database (CSD)	CSD report with registration number (MAAA).
Request for Invitation SBD 1	Completed and signed
SBD 4 (Bidder's Declaration)	Completed and signed
SBD 6.1 (Preference Points Claim Form)	Completed and signed if points are claimed
Company Registration (CIPC) Documents	CK document
ID copies of directors listed on the company registration document	Certified ID copies
SARS (South African Revenue Service) Tax Pin	Valid SARS tax pin
B-BBEE Certificate / Sworn Affidavit	Valid and compliant original B-BBEE and/or certified copies of Sworn Affidavit must be submitted for any points claimed
Certified Share Certificate	Valid certified share certificate
SAST POPIA Consent form	Completed and signed
General Conditions of Contract - GCC	Initialed

Bidders who comply with the above requirements will be considered for further evaluation.

Phase 2: Mandatory Requirements

Bidders must meet the below mandatory requirements to qualify for further evaluation.

NO	Mandatory Requirements	Evidence to be submitted with bid
1	Bidders must submit Proof of Authorization: A valid letter or certificate confirming that the bidder is an authorized Sage Business Partner, Sage Reseller, or accredited Sage Distributor.	Submit valid letter or certificate confirming that the bidder is an authorized Sage Business Partner, Sage Reseller, or accredited Sage Distributor.
4	The bidder must provide at least three (3) contactable reference letters for the provision of Sage software licensing, renewals, or support services completed within the last five (5) years. The reference letters must contain the following: <ul style="list-style-type: none"> - Be on a client's letterhead. - Dated and signed. - Contain scope of work done. - Value (in Rand) of the work. 	Submit three (3) contactable reference letters for the provision of Sage software licensing, renewals, or support services completed within the last five (5) years. <p>The reference letters must contain the following:</p> <ul style="list-style-type: none"> - Be on a client's letterhead. - Dated and signed. - Contain scope of work done.

Bidders who fail to meet all of the above criteria will automatically be disqualified for further evaluation.

Phase 3: Compliance with Technical Specification

Items offered to SAST in terms of this bid will be verified for compliance against the technical specifications for each item in the RFQ. Bidders must provide the technical specifications of the product/s offered to SAST in terms of this bid with their response to this bid.

The table in paragraph 4.1 will be used by SAST to verify compliance with the technical requirement/s for each of the item/s.

Bidders whose offer comply with the technical specifications will be further evaluated on Price and Specific Goals. Failure to comply with the above-mentioned technical specification will result in the bidder being disqualified for further evaluation on Price and Specific Goals.

Phase 4: Price and Specific Goals Evaluation

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

Points for this RFQ shall be awarded for:

- (a) Price; and
- (b) Specific Goals (Refer to Annexure F: Preference Points Claim Form).

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS (Refer to Annexure F: Preference Points Claim Form)	20
Total points for Price and Specific Goals	100

Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000), the RFQ will be awarded to the bidder, scoring the highest points.

6 SUBMISISON OF BIDS

- 6.1 Bid documents may be emailed to RFQ@statetheatre.co.za on or before the closing date and closing time.
- 6.2 The SAST will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.
- 6.3 Submission of quotation(s) received late (after the closing date and time) will not be considered.

7 SAST'S RIGHTS

- 7.1 The SAST is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the SAST has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the SAST's website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.
- 7.2 The SAST reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the SAST.
- 7.3 The SAST reserves the right to award this bid as a whole or in part.
- 7.4 The SAST reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 7.5 The SAST reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 7.6 The SAST reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the SAST to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- 7.7 The SAST reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 7.8 The SAST reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 7.9 The SAST reserves the right to consider the professional conduct and experience it had with any bidder that rendered similar services to the SAST in the past 5 years over and above the references put forward by the bidder in its response.

8 SUPPLIER PERFORMANCE

- 8.1 The SAST conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms.

- 8.2 The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- 8.3 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period. Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames.
- 8.4 Non-adherence to remedial actions shall lead to escalating performance management actions.
- 8.5 Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

9. NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD)

9.1 Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.

9.1 The SAST may not award business to a bidder who has failed to register on the CSD.

9.2 Only foreign suppliers with no local registered entity need not register on the CSD.

9.3 The CSD can be accessed at <https://secure.csd.gov.za/>

10 TERMS AND CONDITIONS

10.1 This RFQ consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.

10.2 Where this RFQ is silent on any matter, the relevant stipulations addressing such matter and which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the SAST may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the SAST.

10.3 Bidders are hereby acknowledging that the decision of the SAST in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s).

10.4 The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

- 10.5** Bidders are required to sign and submit the Standard Bidding Document (SBD).
- 10.6** Bids shall be submitted in English.
- 10.7** Any word implying any gender shall be interpreted to imply all other genders.
- 10.8** The Bidder warrants that all its employees (including the employees of any contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFQ and/ or subsequent agreement. The SAST reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the SAST.
- 10.9** All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation including the PPPFA and SAST SCM Policy.
- 10.10** The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the compelled by law to provide such information. For example, where appropriate, the SAST is compelled to submit information to National Treasury's Database of Restricted Suppliers, B-BBEE verification process and etc.
- 10.11** All Personal Information collected will be processed in accordance with POPIA and with the SAST Data Privacy Policy.
- 10.12** Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.
- 10.13** Specific queries relating to this RFQ should be submitted RFQ@statetheatre.co.za by no later than two (2) days before the closing date.
- 10.14** It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the SAST in respect of this RFQ between the closing date and the date of the award of the business.
- 10.15** Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

AUTHORISATION SIGNATORIES TO CONFIRM RFQ

The employee signing below hereby affirms the accuracy of the information requested for the quotation.

Technical Representative

Full Names	Luyanda Buhlungu	Date	
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Signature	
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SCM Representative

Full Names	Lelethu Manciya	Date	17.06.2026
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Signature	
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